

WorkFirst High Performance Bonus

Innovative Project

2002 Nomination Form

Name of project (use separate form for each nomination): WorkFirst CJST Employability Certificates
 Local Planning Area: Spokane/Lincoln County LPA
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Project period (only projects operating between July 1, 2001 and June 30, 2002 will be considered): July 1, 2001- June 30, 2002
 An interagency committee with state and local participation will review your nomination. Please keep your submission to 3 pages of narrative -- the nomination packet must not exceed 3 pages of narrative plus the signature page. Let us know if additional materials, such as marketing tools, newspaper clippings, evaluations, etc. are available upon request. We may request this information before making a final decision on the bonus.

1.	<p>Describe your project. (This section will be scored as 25% of the total points awarded.) You may want to include:</p> <ul style="list-style-type: none"> • How does this project relate to the WorkFirst performance measures? • How many persons were served during SFY2002? Please list TANF and low-income persons separately. • If known, what was the cost per person served including operating and administrative costs? • What TANF purpose does this project address? The four purposes of TANF are on the WorkFirst website under Local Area Planning/ High Performance Bonus Awards/Expenditure Criteria at http://www.wa.gov/WORKFIRST/local/hpbacriteria.htm
	<p>The Employability Certificate program has helped in the job placement of WorkFirst Customized Job Skills Training (formerly pre-employment training) participants by using ACT WorkKeys skill assessments. These assessment reports provide clear, concise, and objective data to employers, individuals, educators/trainers and job service providers on the readiness of individuals to successfully enter or re-enter the workforce.</p> <p>During July 1, 2001 and June 30, 2002, the Community Colleges of Spokane pre-employment training program graduated 360 clients (97% TANF), and placed over 292 (81%) into meaningful employment. Every WorkFirst participant across all PET programs was assessed through ACT WorkKeys skill assessments and issued an employability certificate based on his/her proficiency level.</p> <p>WorkKeys skill assessments certify work skill proficiencies needed in today's workplace. The Employability Certificates used by the Pre-Employment Training programs at the Community Colleges of Spokane/TECC address four skill areas most common across all work environments—Reading for Information, Applied Mathematics, Locating Information, and Teamwork. Certificates are awarded to successful program graduates to enter either 50% or 80% of the jobs in today's economy, based upon their respective skill proficiencies at the end of the training cycle.</p>
2.	<p>What makes this project innovative? (This section will be scored as 50% of the total points awarded.) You may want to include:</p> <ul style="list-style-type: none"> • What need was addressed and for what population? • How was the project designed? • What impact was desired? • Was there a client focus? Employer focus? • What has been learned? • Did this project simplify the program or its operations? • How did you measure the success of this project?

	<p>The reality of today's economy is well documented—individuals need to attain higher basic skill levels than ever before. Across all industry sectors, frontline (entry-level) jobs require individuals to possess communication, problem-solving, and interpersonal skills at levels much higher than was needed ten or fifteen years ago. Employers continue to be concerned that many job applicants do not have the necessary skills to succeed at work. At the same time, educators continue to struggle with better preparing individuals for a successful transition into the workplace – just one more competing demand upon the education system. The “disconnect” between employers and education/training can be attributed to a lack of a “common language”—an understanding of the skills and skill levels needed for today's workplace that are meaningful and objectively measurable for both parties. ACT WorkKeys skill assessments and the Employability Certificate provide a “common language” that address the work/job-readiness skills interests of all parties—individuals, employers, educators/trainers.</p> <p>The Employability Certificate gives individuals, employers, and education/training providers a common and meaningful indicator of work skills proficiencies. WorkKeys assessments are 100% objective. They are standardized and administered in secure, monitored/proctored testing environments. The ACT WorkKeys skill reports are certifiable.</p> <p>Employability certificate information is easily understood, indicating an individual's current skill level, what occupations match those skills, and identifies skill-gaps to address further training. Employability certificates allow individuals to compare themselves to jobs and occupations—not to other individuals, thus enhancing self-empowerment. Employability certificate information can be used in a job application process, to provide employers with objective, certifiable evidence of the applicant's basic work skills.</p> <p>Business partners recognize employability certificates as an indicator of skill levels attained by certificate holders. Program graduates use their certificates as a marketing tool in job search and in the job application process to demonstrate to employers the measurable and applicable skills they now possess.</p>
3.	<p>Partnerships. (This section will be scored as 25% of the total points awarded.) You may want to include:</p> <ul style="list-style-type: none"> • What partners were involved in the design of this project? • What partners supported this program in ways that contributed to its success? • Did you bring in new partners for this project? • Did you add new resources—funds, person power, other-in-kind contributions? • Did this project strengthen existing partnerships?
	<p>The Employability Certificates were designed in collaboration with WorkSource Spokane, DSHS, the Training and Education Coordinating Center (TECC) at the Community Colleges of Spokane, and with business/employer partners. PET/CJST programs offered through the Training and Education Coordinating Center focus upon training and employment for customer contact/call center industries, warehousing/distribution product and material handling, and manufacturing/light industrial business sectors. Detailed job profiling and workplace task analysis has been done throughout all of these employment sectors. The job profiles indicated a commonality of basic workplace skills such as reading, applied math, and teamwork. This commonality helped us in determining and designing the Employability Certificate.</p>

Are additional materials available upon request? ☒ Yes ☐ No

Please email this form and mail or FAX an additional page with the signatures of the mandatory partners in your Local Planning Area. All partners must agree to nominate this project.

Nominations are due by 5:00 p.m., Tuesday, October 15, 2002 to:

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